

Central Parent Portal & App – Set-up Instructions

Notes:

This registration best done on a PC, Laptop or iPad which has access to your email address. You can do it on your smartphone but the screens may look a little different.

It is recommended that you DO NOT download the app from the App store until after registration is complete

The Parent Portal can be used with or without the App. It is recommended that you set them both up together.

Instructions:

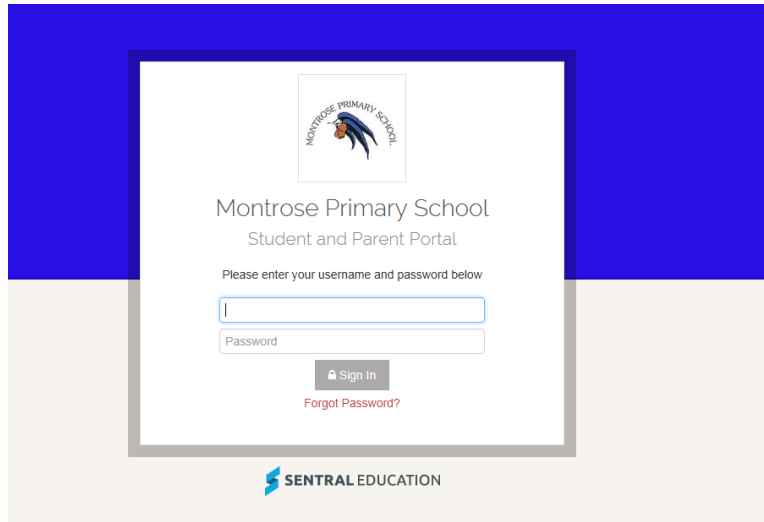
1. Open your email / Get your printed letter with your access key ready
2. Log onto the internet and register at <https://sentral.montroseps.vic.edu.au/portal/register>

The screenshot shows the registration page for Montrose Primary School. At the top is the school logo and the text 'Montrose Primary School Create a Portal User Account'. The form has the following fields:

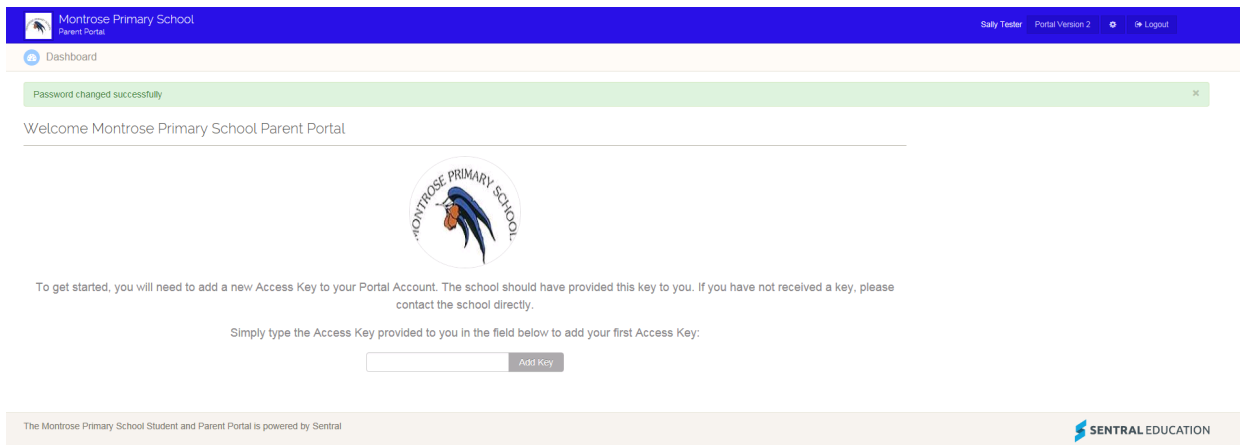
- Username:** SallyTester1234@gmail.com (with a note: MUST BE A VALID EMAIL ADDRESS)
- Title:** Mrs (dropdown menu)
- Password:** [Redacted] (with a note: MUST BE AT LEAST 8 CHARACTERS)
- First Name:** Sally-anne (with a note: PLEASE PROVIDE YOUR FIRST NAME)
- Password (Confirm):** [Redacted] (with a note: PLEASE CONFIRM PASSWORD)
- Surname:** Tester (with a note: PLEASE PROVIDE YOUR SURNAME)

At the bottom of the form is a button labeled 'Create your Account'.

3. Your account will now be authorised by the Administration Staff. **Once approved, you will receive an email to the email address which is registered.** Once you receive this email, click on the link in this email or go to <https://sentral.montroseps.vic.edu.au/portal/login> to get started.



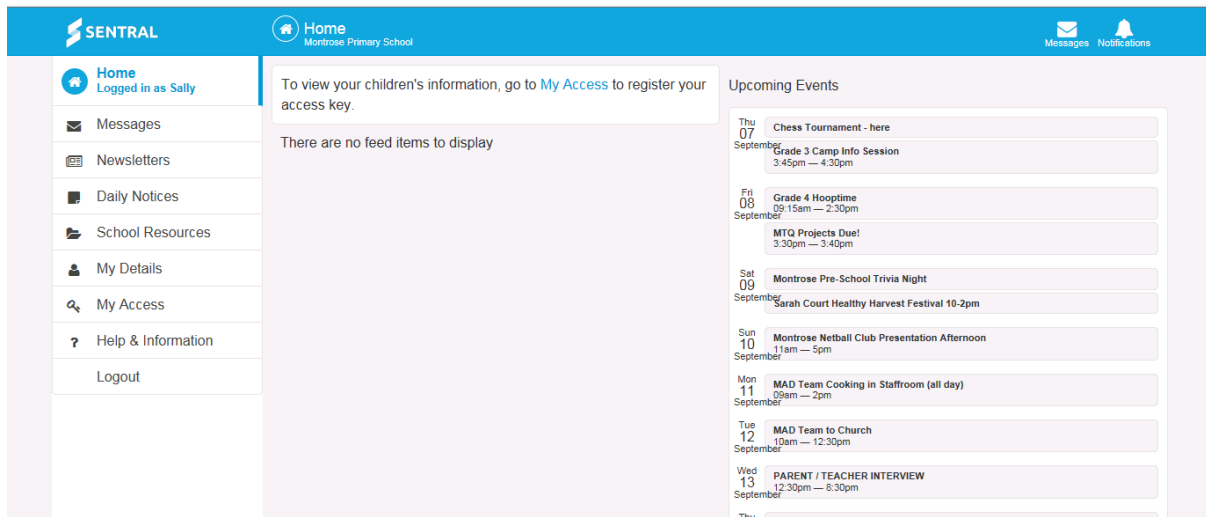
4. At the Log In Screen above, Enter the User ID and Password you have created.
5. You will then arrive at the Portal welcome screen.



6. **IMPORTANT:** Our school is using Portal Version 2. Click on the **“Portal Version 2”** button on the top right.

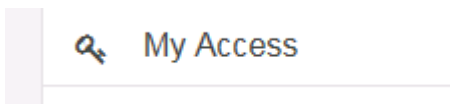


You will now see the Portal 2 Dashboard:



7. Now you need to add your Secure Access Key.

Select "My Access" from the menu on the left:



8. Click on



9. Enter your access key (found in your email/letter) in the Family/Student Key Box and click "Add Key"

Register Your Access Key

Please enter your access key below exactly as it appears in the communications you received from the school. Access keys are case sensitive and must be typed exactly as they appear.

If you have not received an access key, please contact Montrose Primary School to request one.

Family/Student Key

NWWoBscZGyMpNn| x

Add Key

Treat access keys as confidentiality the same as you would a pin or password. If you suspect someone else may have obtained your access key, notify Montrose Primary School as soon as possible to have access using it blocked.

10. You will now see this box on the right:

Since you do not have an App account linked for this Portal account.
Please enter your credentials below and select from the two options ...

Email montrose.ps@edumail.vic.gov.au

Password

[I already have an App Account](#)

[I need a new App Account](#)

If you do not wish to create an App user account at this point please use the following option to link your access key

[Add access key without App user registration](#)

Enter your **Email** and **Password** and select one of 2 options:

IMPORTANT: Parent portal and app email need to be the same.

- A. **I need a new App Account (recommended)** – You have not yet visited the App or Google store.
- B. **I already have an App Account** – If you have already downloaded and registered via the App & Google store you will need to link Portal account to App account. You will be prompted to verify the app email and password.

11. Click “I need a new App Account”.

You should get a green message letting you know your key is successfully entered.

12. You will now receive another email in your inbox to verify your App account – click on the link provided to verify.



13. After clicking the link, confirm your registration. Your App account is now ready to use.

The following screen is displayed confirming registration.

Registration Confirmation

First Name: Susan
Last Name: Le Noury
Email: susan.lenoury@gmail.com

SET PASSWORD

14. To generate a password, click on **Set Password** and enter password details and click on **Save Password**. **NOTE: THIS IS YOUR APP PASSWORD, not your PORTAL PASSWORD.** For ease of use, make them the same.

Update Password

Updating password for: Susan Le Noury

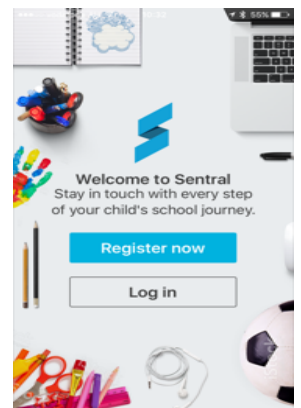
Password: Confirm Password:

Save Password

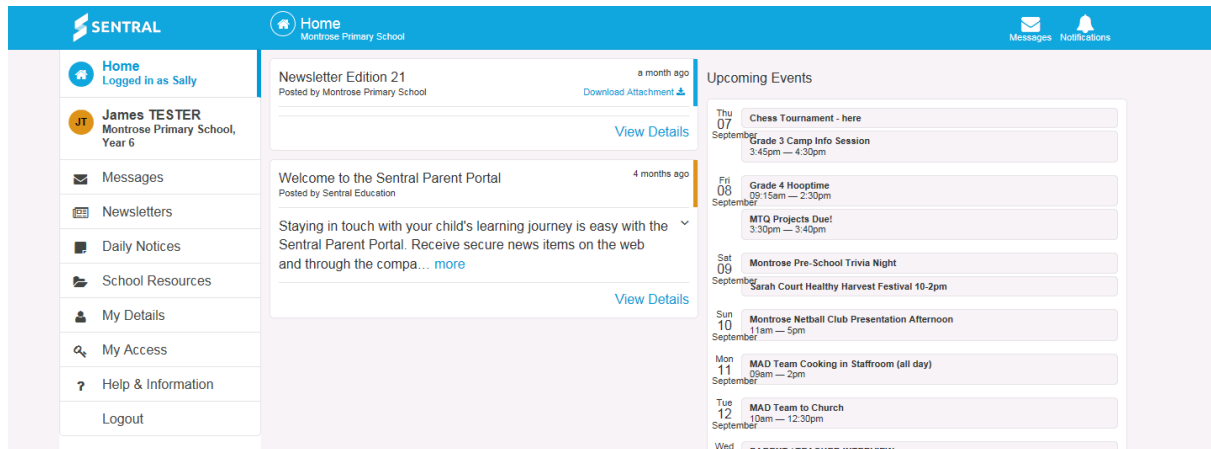
15. You are now set up to use the Portal and the App. To use the APP, download from the App store. You can now download the **Sentral for Parents** app from App or Google store and click “Log In” using your email and password you have just created.

On the App go to **Log In**. **You are now able to use the App.**

You can also use the Parent Portal directly from the internet without the App – go to <https://sentral.montroseps.vic.edu.au/portal/login> to log into the portal directly.

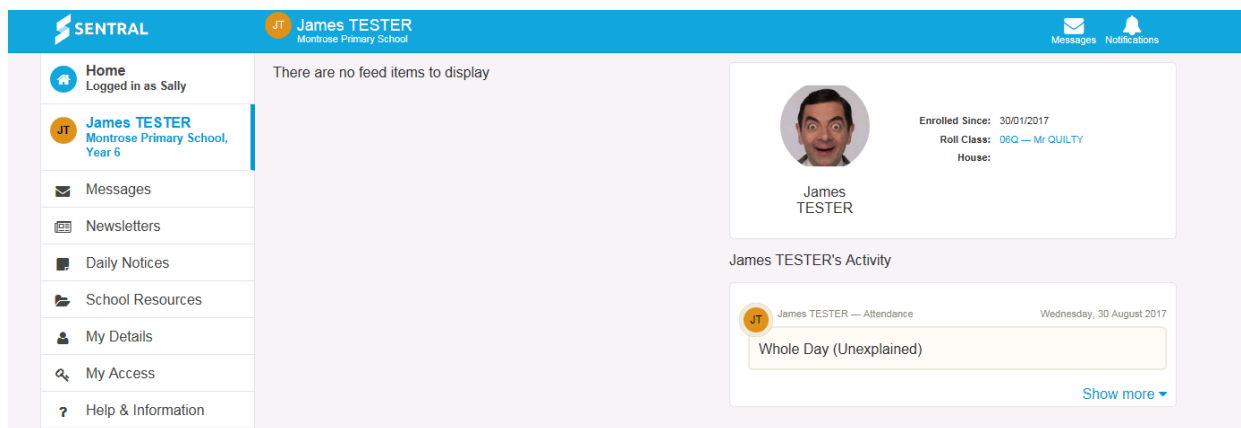


You are now ready to use the Sentral Parent Portal! Your home screen will look like this:



From here you can:

- Receive Messages
- Download Newsletters
- Click on your student(s) to receive information specific to them:



For assistance and queries on the use of the Parent Portal, please contact the Montrose Primary School office.